

## Supplemental Guidance Regarding Administration of Nutmeg Network Grants

- OPM's priority is to connect municipal/regional central administrative facilities (e.g., Town Halls, COG Headquarters) to the Nutmeg Network over the next two fiscal years, while also using available funds to award Regional Performance Incentive Program (RPIP) grants for various shared services projects.
- Applications for Nutmeg Network grants shall adhere to the following schedule:
  - **December 31, 2013** – Applicants must submit to OPM the prescribed [Notice of Intent](#) form that identifies the central administrative facility to be connected to the Nutmeg Network  
(Note: This form will cover all Nutmeg Network grants, regardless of the eventual funding source; i.e., Regional Planning Incentive Account or Municipal Reimbursement & Revenue Account)
  - **February 15, 2014** – Applicants must provide OPM with a CEN desktop estimate
  - **March 31, 2014** – Applicants must submit their certified resolutions to OPM
- Municipalities or COGs that begin the application process after December 31, 2013 will be considered in the next round of Nutmeg Network grants, date to be determined.
  - For COG applications, timing consideration must be given to OPM's regional boundaries analysis and new COG formations
- OPM will award initial grants over this two-year period to cover the capital cost of connecting municipal/regional central administrative facilities to the Nutmeg Network.
  - OPM and BEST will coordinate the review of all completed applications, and OPM will award grants in accordance with the BEST Two Year Municipal Connection Schedule
  - Grant awards will be for the combined amount indicated on the CEN desktop estimate under the headings "Total Construction Cost" and "Annual Maintenance"  
(Note: Grantees assume responsibility for annual maintenance after the first year, as well as operating costs)
  - Grant funds cannot be used to reimburse municipalities or COGs for costs already incurred as a result of connecting to the Nutmeg Network
- Upon completion of this two year effort to connect Town Halls and COG Headquarters to the Nutmeg Network, municipalities and COGs will be eligible in future years to apply for RPIP grants to help cover the capital and operating costs associated with building out the Nutmeg Network. Such applications will be considered for funding by OPM together with all other RPIP applications submitted under this competitive grant program, which is intended to encourage regional shared services projects.
- Prospective applicants should be aware that, due to the competitive nature of RPIP, they may want to consider other potential sources of state assistance to help cover the capital cost associated with connecting additional facilities to the Nutmeg Network. Those funding sources include: Local Capital Improvement Program, Town-Aid-Road, and Small Town Economic Assistance Program.

### [Program Details and Contact Information](#)